



FOR OFFICE USE ONLY

**Mileage**

Round Trip Miles: \_\_\_\_\_ x \$.23 per mile = **APPROVED AMOUNT** : \$ \_\_\_\_\_

**Lodging**

Per Diem Amount: \$ \_\_\_\_\_ x 75% = \$ \_\_\_\_\_ x \_\_\_\_\_ Nights = **APPROVED AMOUNT**: \$ \_\_\_\_\_

**Meals**

*Insert an X in the Meal \$Amount\$ box in its corresponding row for each date column that applies.*

*The calculation chart below is based on one person.*

**MEAL CALCULATION CHART**

MEAL \$AMOUNT\$ (See Chart Below)	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	MEAL TOTAL-PER ROW (Multiply the Meal \$Amount\$ by the number of X's in each row).
\$6.00												\$
\$8.00												\$
\$10.00												\$



**Recipient's Total:** \$ \_\_\_\_\_

**APPROVED AMOUNT:** \$ \_\_\_\_\_

**[ ] APPROVED**

Recipient's Name: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Recipient's Name: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Recipient's Name: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Recipient's Name: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

**[ ] DENIED**

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**You have a right to file an appeal for an denial/adverse decision. The Appeal forms can be obtained in the CAP office.**

**Signature by:**

\_\_\_\_\_  
**Warren C. Swartz, Jr., President**

\_\_\_\_\_  
**Date**

-or-

**Representative Name, Title**